

**BLOOMINGTON
COMMUNITY**



2008

Farm Vendor Handbook



**CITY OF BLOOMINGTON
parks and recreation**



Printed on 100% post-consumer recycled paper.

Farm Vendor Handbook

With Market Information & Guidelines

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Part I. Introduction

A. Our History

The Market began on July 26, 1975 in Third Street Park with 23 vendors, and continued there until it outgrew the location in 1982. At that time it moved to the Courthouse Square, where it remained until the renovation of the Courthouse necessitated its move in 1984 to the parking lot at Sixth and Lincoln. In its third location the Market prospered, averaging over 50,000 customers per season served by over 60 vendors. In 1998, its 24th season, it moved to a permanent location at Showers Common, a covered site designed specifically to house the Market. In 1999 the Tuesday Market opened on the Showers Civic Plaza and in 2008 will move to Sixth and Madison Streets to facilitate its growth. The Holiday Market was introduced in 2003 on the Saturday after Thanksgiving. The November Market began in 2004 to extend the Saturday Market season. In 2005 the Market season was further expanded to open a month early in April. Through its thirty-three years in existence, the Market has enriched the life of the community by providing a place for residents and visitors to come together in a festive atmosphere, buy local produce and other farm products from those who produce it, to listen to music, meet friends, and to enjoy a relaxing morning in beautiful surroundings.

B. Our Mission

The City of Bloomington Parks and Recreation Department strives to provide the Bloomington Community Farmers' Market with an attractive venue for people to come together to buy local produce and other farm products directly from those who produce it thereby supporting small farmers and gardeners, securing a local food source and enriching the community.

C. Market Contact Information

Marcia Veldman, Market Manager
City of Bloomington Parks and Recreation Department
401 N. Morton St., Suite 250
Bloomington, IN 47404
Office: 812-349-3738 Fax: 812-349-3705
Email: veldmanm@bloomington.in.gov

Bradley Drake, Market Master
Office: 812-349-3704 Fax: 812-349-3705
Email: drakeb@bloomington.in.gov

For more information on the Bloomington Community Farmers' Market including; special events, weekly entertainment and farm vendor contracts email: farmersmarket@bloomington.in.gov or visit: www.bloomington.in.gov/parks

Market day cell: 812-327-7034

D. Market Beet

The Market Beet, the newsletter of the City of Bloomington Community Farmers' Market, keeps Market vendors informed on issues, ideas and events important to vending at the Market. Upon submitting an application and contract, vendors will be added to the Market Beet mailing list. Any vendors wishing to include something in the Market Beet should inform Market staff. The Market Beet is published as needed.

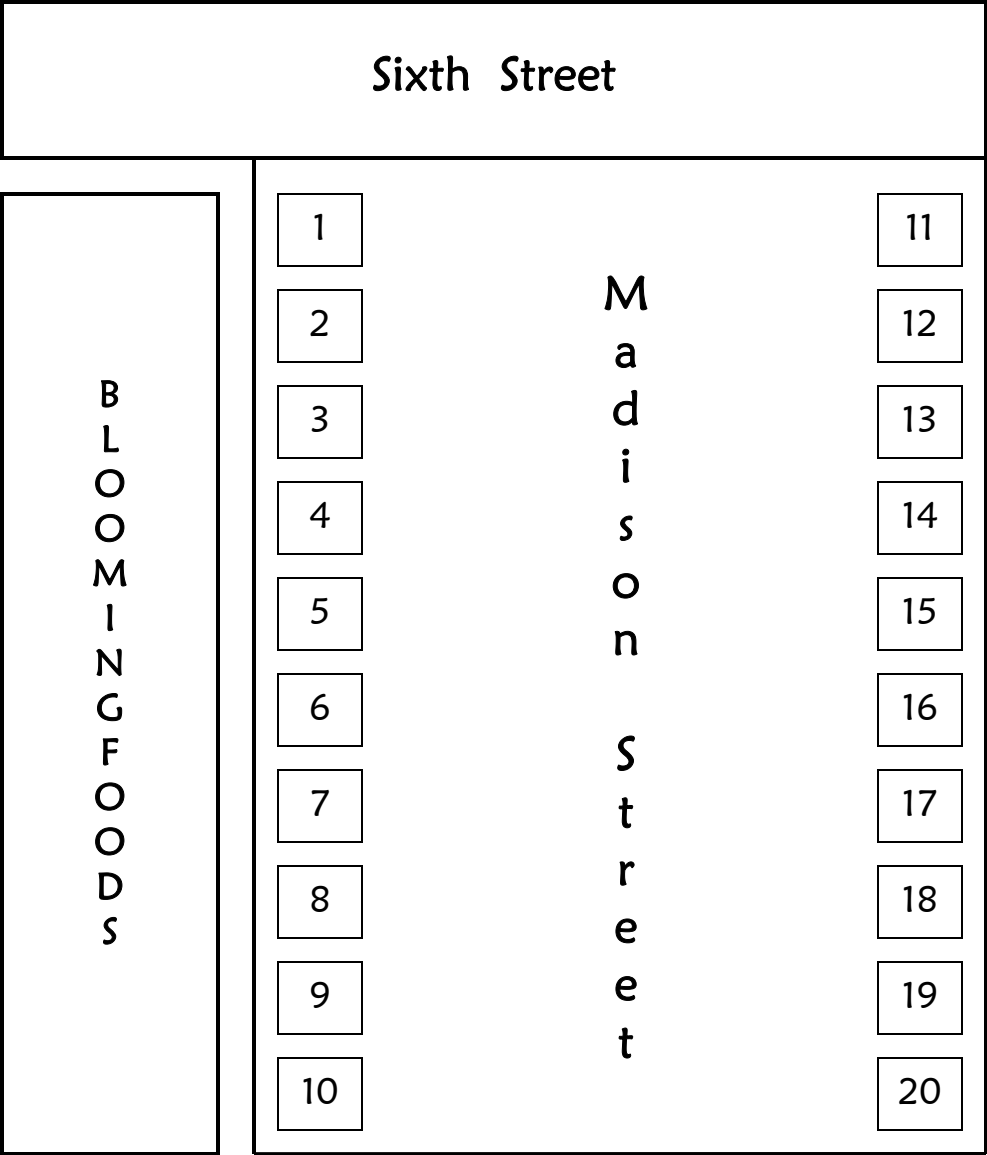
IMPORTANT DEADLINE DATES IN 2008

- **Monday, March 3, 2008** April Market Space Reservations Forms need to be turned in to the Parks and Recreation Office.
- **Monday, March 10, 2008** May - October & Tuesday Market Space Reservations Meeting and Potluck. Vendors wishing to reserve a space for these Markets need to attend this meeting at 7 pm in the City Hall Council Chambers. The potluck is optional and starts at 5:30 pm.
- **Tuesday, September 2, 2008** Holiday Market Space Reservation Forms need to be turned into the Parks and Recreation Office.
- **Tuesday, September 30, 2008** November Market Space Reservation Forms need to be turned in to the Parks and Recreation Office.

A CHECKLIST OF FORMS TO SELL AT MARKET

- **The Bloomington Community Farmers' Market Contract and Application** - All vendors need to have a complete Farm Vendor Application and Contract on file at least 7 days prior to selling at Market.
- **Value Added Foods Addendum** - Any vendor selling Value Added Foods (see pages 4-5) must have this on file and any additional paperwork required by the different regulatory agencies which is further specified on the Addendum.
- **April, November and Holiday Market Space Reservation Forms** - Any vendor interested in reserving a space for one of these Markets must turn in reservation forms by the deadline listed for each above.
- **Craft Registration** - There is no form to register crafts, but as a reminder, all crafts must be registered prior to sale (see pages 5-6).
- **Mushroom Release Form** - Vendors selling wild crafted mushrooms must have customers sign liability waivers and initial the Mushroom Release Form (see page 3).
- **City of Bloomington Vendor Form** - Any vendor accepting Gift Certificates and Market Bucks (see pages 14-15) must have this on file.

2008
TUESDAY MARKET



E. Market Seasons and Sites

April Market - The April Market will open for the 2008 season on Saturday, April 5 and continue each Saturday through April 26 from 8 am until 1 pm. The April Market will take place at Showers Common, located at 401 N. Morton St. south of City Hall.

May-October Market - The 2008 peak season opens Saturday, May 3 at 8 am and continues each Saturday through October 25. Hours are from 8 am until 1 pm from May through September and 9 am until 1 pm during October. The Market is located at Showers Common.

Tuesday Market - The Tuesday Market will open on Tuesday, June 3 and continue each Tuesday through September 30. Hours are from 4 until 7 pm. The Tuesday Market will be held on Madison Street between 6th and 7th Streets (next to Bloomingfoods Near West).

November Market - The November Market will be held the first four Saturdays in November from 9 am until 1 pm. The November Market will be held at Showers Common.

Holiday Market - The Holiday Market will take place at Showers Common Saturday, November 29 from 10 am until 3 pm.

F. Farmers’ Market Advisory Council
Welcomes You

The Farmers’ Market Advisory Council consists of nine members representing two groups, Market vendors and Market customers. The Council acts in an advisory capacity to the Board of Park Commissioners and Park staff on policy matters relating to the Farmers’ Market. Market vendors who are serving on the Farmers’ Market Advisory Council are Linda Chapman, Teresa Birtles and Bruce McCallister. Their contact information is listed on page 19. They, along with other Council members and Market staff, want you to know you are always welcome to attend Advisory Council meetings. Meetings are usually held at 5 pm the third Monday of each month in the Parks Conference Room, Suite 250 of City Hall. It is advisable to check with Market staff prior to the meeting in case there has been a change.

G. A Fair of the Arts

The City of Bloomington Parks and Recreation Department invites local artists to participate in A Fair of the Arts, an arts and fine crafts fair held in Showers Civic Plaza, adjacent to the Market site, on the second Saturdays of the peak season, May 10, June 14, July 12, August 9, September 13 and October 11. Applications are due by Friday, February 22, 2008. Accepted local and regional artists will display, demonstrate, and sell their arts on the colorful brick plaza. Please contact Susie Tempest at 349-3718 or griffins@bloomington.in.gov for more information regarding product guidelines, criteria for selecting artists, and to receive an application.

Part II. Who Can Sell, What Can Be Sold?

A. Who Can Sell?

The Bloomington Community Farmers’ Market is open to anyone who raises what they sell. Vendors who sell at Market must reside in Indiana and are expected to work in all stages of the cultivation, production and harvest/gathering of goods permitted for sale at the Market. Vendors who wish to sell at the Farmers’ Market are required to complete the Farm Vendor Application and Contract. The Application, Contract and accompanying \$20 fee needs to be turned into the Parks and Recreation office at least 7 days prior to when the vendor wishes to begin selling. The application fee does not apply if all vendors on the contract are 16 years of age or younger. The information on these documents is public record. Notification of acceptance of the application will be issued to new vendors and declined applicants only.

For more detailed information about who can sell, please refer to the ELIGIBILITY OF VENDORS section of the contract.

B. What Can Be Sold?

The Bloomington Community Farmers’ Market provides a venue for producers to sell what they raise directly to the public. The Market staff reserves the right to verify that all goods are produced in Indiana by the vendor. The vendor must display legible price markers for goods offered for sale.

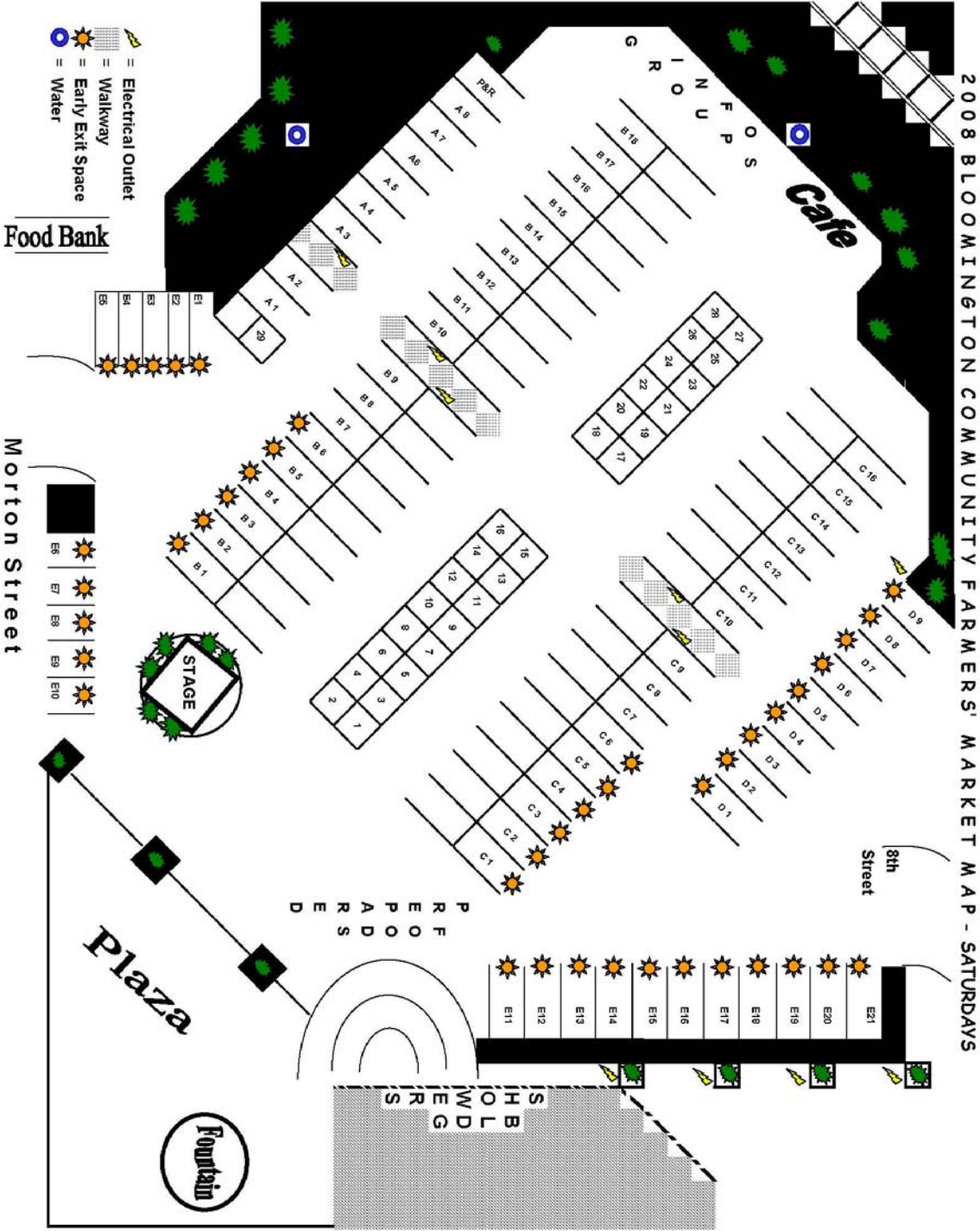
GOODS PERMITTED FOR SALE

The following categories of items are permitted for sale.

Grown/Collected by Vendor

Fruits, vegetables, dried and fresh herbs, spices, seeds, cultured mushrooms, wild collected mushrooms,* eggs,** honey,*** plants,**** flowers, potpourri (not artificially scented), maple syrup, unpopped popcorn and ground grains are permitted for sale.

*Five varieties of wild collected mushrooms may be sold at the Saturday Market only. These are chanterelles, morels, oyster, hen of the woods and sulfur shelf (chicken of the woods) mushrooms. Mushrooms will be inspected at Market prior to sale by a qualified inspector chosen by the City of Bloomington. *In order to sell these mushrooms vendor must give prior notice to the Market Master.* Vendor must give each customer buying mushrooms an information sheet about mushroom variety being purchased. Vendor must have each customer buying mushrooms sign a statement once during the season releasing vendor and the City of liability. This signed sheet must be given to the Market Master at the end of each Market. Upon additional purchases by a customer who has signed the waiver, customer must initial “Mushroom Record of Sales”. The Record of Sales must be given to the Market Master at the end of the Market season. Forms may be obtained from the Market Master.



F. APPENDIX

VENDOR RESOURCES

Department of Natural Resources,
Entomology Division
402 W. Washington St., Room 290W
Indianapolis, IN 46204
(317) 232-4120
www.state.in.us/dnr/entomolo

Monroe County Health Department
(health and safety concerns)
Sylvia Garrison
119 W. Seventh St.
Bloomington, IN 47404
(812) 349-2896
sgarrison@co.monroe.in.us

Monroe County Department of Weights
and Measures
119 W. Seventh St.
Bloomington, IN 47404
(812) 349-2566

State Egg Board
Poultry Science Building, Purdue University
125 S. Russell St.
West Lafayette, IN 47907
(765) 494-8510
dsteen@purdue.edu

Monroe County Extension Office
119 W. Seventh St.
Bloomington, IN 47404
(812) 349-2575

Indiana State Department of Health
Farmers' Market Nutrition Program
Lorraine Cox
2 N. Meridian St.
Indianapolis, IN 46204
(317) 234-4405
lcox@isdh.in.gov

**Farmers' Market Advisory Council Vendor
Representatives:**

Teresa A. Birtles
1949 Sunny Acres Dr.
Bedford, IN 47421
(812) 279-0480
(812) 797-6274
egrace@tima.com
Term Ends: 2/28/10 (2nd Term)

Bruce McCallister
3493 Goose Creek Rd.
Freedom, IN 47431
(812) 829-1373
brmccall@indiana.edu
Term Ends 2/28/09 (1st Term)

Linda Chapman
3592 Harvest Moon Lane
Spencer, IN 47406
(812) 829-3517
chapdale@bluemarble.net
Term Ends: 2/28/10 (3rd Term)

****If selling eggs,** they must be kept at 41 degrees or less and used egg cartons may only be used if relabeled with vendor's name and address. Vendor must exhibit a current egg vendor license issued by the State Egg Board. Contact information is on page 19 in the "Vendor Resources" section.

*****If selling honey,** vendor must post a visible sign informing customers of the danger of feeding honey to infants and children less than two years of age. Literature is available from the Market Master.

******If selling potted plants,** follow the guidelines below.
For Annual Plants and Herb Plants (Annuals/Perennials):

- Must be grown by the vendor from seeds, cuttings or plugs.
- Purchased plant materials, other than seeds, must be grown on the vendor's premises for at least 6 weeks before they can be offered for sale at Market.
- Containers must be utilitarian and not decorative.

For Nursery Stock: Woody Stock, Houseplants and Perennials:

- Must be grown by the vendor from purchased seedlings, cuttings or stock: or from seeds, transplants or cuttings raised or taken by the vendor.
- Purchased plant materials, other than seeds, must be grown on the vendor's premises for at least 8 weeks before it can be offered for sale at Market.
- Containers must be utilitarian and not decorative.
- Vendors selling woody ornamental plants should contact the Department of Natural Resources, Entomology Division to determine licensing and inspection needs. Contact information is on page 19 in the "Vendor Resources" section.

Product that is collected on public or private lands will be closely monitored. If collecting is done on public land, vendor must obtain all necessary permits. Collecting shall be done in a way that does not diminish the propagation of the resource. No threatened or endangered plants are permitted for sale.

Vendors wishing to sell cultivated fruits, vegetables, or nuts, from perennial plants acquired at or near maturity that require on-going care must seek permission from the Market Manager. Permission will be granted or denied based on vendor's demonstration of a long term commitment and Market staff's ability to independently verify vendor's activities, among other considerations.

Unless otherwise specified, no potentially hazardous foods (such as alfalfa sprouts and pokeweed) are permitted for sale.

Value Added Foods
Value Added Foods are farm products made from raw ingredients, a majority of which are produced by the vendor. These products include all farm products that must in some way be processed including jams, jellies, persimmon pulp, relishes, cider, dried fruits and vegetables, salsa, frozen/preserved meat (beef, pork, poultry, elk, rabbit, goat, lamb or other meats), dairy products, or other processed agricultural and livestock food products.
Value Added food items are permitted for sale following the guidelines on page 5.

Guidelines for Value Added Foods:

- 50% of product by volume (excluding water) must be vendor-grown/raised.
- Vendor must have grown/raised all animals from which meat/dairy products are obtained.
- Foods must be prepared from scratch by the vendor (with the exception of meats) in a licensed facility and have proper labeling including name of product, location of preparation, contents, net weight, and price.
- Vendor selling value added food items, including meat and dairy are required to sign a Value Added Foods Addendum to the contract which specifies the regulatory requirements. This addendum is available from Market staff.
- Vendor must provide documentation of all necessary permits, licenses, etc. or must have a letter from the Monroe County Health Department stating permissibility of item for retail sale. Contact information is on page 19 in the “Vendor Resources” section.
- Vendor may be required to submit recipes for Value Added Foods to the Market Manager for verification that it meets the above guidelines.

Grown and Prepared at Market by Vendor

Preparing food at Market is permitted following the guidelines below.

Guidelines for Preparing Value Added Foods at Market

- Preparation of food at Market requires prior approval (based on desirability of food item and safety of set-up) from staff and the Farmers’ Market Advisory Council. A maximum of three farm vendors will be given permission to prepare foods at Market.
- All foods prepared at Market must meet the guidelines specified for Value Added Foods except requiring that foods be prepared in a licensed facility.
- Set-up of stall for food preparation must be approved each Market day prior to commencement of preparation.

Grown and Crafted by Vendor

Natural beeswax items composed of wax from vendor apiary(s) including candles (not artificially scented or colored) may be sold. Non-food animal products that are derived from animals raised by vendor and have not been crafted (they may be minimally processed) may be sold assuming they are sold in a safe and sanitary manner. Everlasting wreaths and arrangements that meet the craft eligibility requirements may be sold during the months of April, May, September, October, and November only. Use of artificial preservatives on wreaths and gourds is permissible. Other registered craft items may be sold in the months of April, May, October and November. See craft information below and on page 6 for more details.

Who Can Sell Crafts?

Registered crafts are permitted for sale in April, May, October, and November. Vendors who sold at eight Markets in 2007 during the months of June through September will be eligible to sell registered crafts during the months of April and May 2008. Vendors who have sold at 8 Markets in 2008 during the months of June through September will be eligible to sell registered crafts during the months of October and November 2008.

VENDOR ETIQUETTE AND TIPS

Identify your space

The Farmers’ Market Advisory Council suggests you display your name each week. This will make it easier for customers to get to know you.

Smoking

Smoking is prohibited within the Market, as defined by the paved area of Showers Common, during Market hours or on the brick plaza during A Fair of the Arts.

Tape on Shelters

To keep the shelters looking their best, please do not tape anything to the shelters.

Electricity

There are a few electric outlets located on the Market shelters. Vendors located next to the outlet may utilize the electricity for themselves and/or allow other vendors access. Additional outlets are located to the east of the A shelter, to the west of the D shelter, to the south of E1 - E5 spaces and to the north of the E11 - 21 spaces. Vendors using spaces in those areas may use the respective outlets, based on availability. Extension cords may not enter frequently traveled customer paths. Generators are not permitted.

Excess Produce

Hoosier Hill Food Bank will have their truck at the Saturday Market in May - October in case you have extra produce or flowers you would like to donate.

Compost

Any produce that you have that is too damaged to donate to the Food Bank may be placed in the compost containers on the Food Bank truck. Please do **NOT** place compost in the trash cans.

Space Clean-Up

Clean-up your area prior to leaving the Market. There is a dustpan and broom available in the Market shed if you need them.

Dumping Water

Be considerate of vendors downstream and pour excess water out on the plants in the landscaped areas.

Landscaping Carts

There are three landscaping carts available on a first come, first served basis at the Market shed to assist you in moving produce and supplies in and out of the Market.

Unable to Attend

If you have a reserved vending space and will not be attending Market, it would be appreciated if you informed Marcia or Bradley at (812) 349-3738 or farmersmarket@bloomington.in.gov by 5 pm on Friday. This will allow staff to allocate the space to a day vendor.

Farmers’ Market Nutrition Program

The Farmers’ Market Nutrition Program (FMNP) is a USDA-funded program managed by the Indiana State Department of Health. The FMNP has two components, one for Women, Infants and Children (WIC) program participants and one for low-income seniors. Participants in the FMNP are provided with \$3 vouchers which can be used to purchase fresh fruits and vegetables from participating vendors. If you are interested in participating, contact information is on page 19 in the “Vendor Resources” section.

Organic Certification

The Indiana Department of Agriculture Organic Resource Guide is available from Market staff or visit www.ams.usda.gov/nop for more information, including a list of USDA-accredited certification agencies. Federal law that went into effect in 2002 requires that any grower with sales over \$5,000 calling their product organic must be certified organic by a USDA-accredited agency. Growers with gross sales less than \$5,000 may call their product organic as long as they comply with all the USDA rules.

Musicians

In addition to the scheduled entertainment on the circular stage, many musicians choose to perform in and around Market, adding to the community and cultural experience. These impromptu performances are permitted with the following conditions: it does not interfere with the scheduled entertainment and is in a location that does not block customer’s access to vendor’s stalls and/or unreasonably impede customer traffic flow in general. Also, if the above conditions are met, but a vendor does not prefer the style or volume of a performance, the vendor can inform the Market Master and the performer will be asked to move to another area of Market. The performer will be allowed thirty minutes (from the time told) to move.

Information Alley

The City of Bloomington Parks and Recreation Department is committed to providing an environment where issues and ideas are openly discussed and explored. In order to provide an atmosphere in which open communication can occur without disrupting the other activities at the Market; community groups, organizations, businesses and individuals interested in sharing information are asked to do so in a designated area (see map on page 20) following specific guidelines. The Informational Table Policy is available from Market staff.

Craft Registration

Craft Vendors must bring representative samples of each different type of craft item to the Market staff. Items will be reviewed for compliance with the Craft Guidelines at that time. In most cases, the Market staff will confirm the eligibility of an item on the day it is submitted, but consideration may extend for up to one week. Once approved the craft may be sold assuming the vendor meets the eligibility requirements established on the previous page.

Craft Guidelines

- All items must be original and handcrafted by the vendor.
- Items must be safe, have a reasonable life expectancy, and exhibit quality craftsmanship.
- In items made from or including plant materials (i.e. flowers, herbs, vines, gourds, etc.), the plants must be grown by the vendor.
- Items may not be made from commercial kits or plans, be made from molds not created by the vendor, contain a commercially made piece central to the design, be made in a production studio.
- Items on display must be registered and must be for sale.

Pet Foods

Pet Foods are farm products made from raw ingredients, almost all of which are produced by the vendor. These products include dairy products and frozen or preserved meat (beef, pork, rabbit, poultry, lamb or other meats) or other processed agricultural or livestock products. Pet foods are permitted for sale following the guidelines below:

Guidelines for Pet Foods:

- 90% of product by volume (excluding water) must be vendor-grown/raised.
- Vendor must have grown/raised all animals from which meat/dairy products are obtained.
- Vendor must process his or her own dairy products and must have all meat products processed in a licensed state-inspected facility.
- Vendor is required to sign a Pet Food Addendum to the contract (with the exception of meats) which specifies the regulatory requirements. Vendor selling meat products is required to sign a Value Added Food Addendum to the contract which specifies the regulatory requirements. These addendums are available from Market staff.
- Vendor must provide documentation of all necessary permits, licenses, etc.

Prepared Food Vendors

Within the Market on Saturdays April through November, you will find several prepared food vendors. These spaces were created to bring the Market customer a variety of goods which complements the produce and local products that are available from the farm vendors. These special vendors are awarded rights to sell their types of products. For this privilege, these vendors pay an annual vending fee, as well as 10% of their gross proceeds to the Market.

Part III. How the Market Works

A. What Type of Vendor Are You?

There are two categories of Farm Vendors - Reserved Vendors and Day Vendors.

Reserved Vendors are vendors who claim the same space for the entire Market season by paying a fee prior to the beginning of the season. Each vendor is limited to one reserved space unless otherwise assigned. No portion of the prepaid fee for the reserved space will be refunded after the beginning of the Market season. Vendors who cancel their space reservations prior to the beginning of the season will be charged a \$20 administrative fee. The Market Master will attempt to reassign reserved spaces, if those spaces, for reasons outside the City’s control, become unavailable on a particular Market day.

Day Vendors rent table or vehicle spaces available each Market day.

B. Vendor Point System

A point system is used to reward vendors who have participated in the Market the longest and most consistently. The system is based on the number of seasons of participation and the number of days of attendance. The same system is used for the Saturday Markets and Tuesday Market, however points for the four Markets (April, May – October, November and Tuesday) are kept separate. Vendors participating in the Holiday Market will earn one point for each year’s participation. On Saturdays, a vendor must occupy and be prepared to sell from a vending space for one and half hours to be counted in attendance and be eligible to earn points.

Vending spaces are reserved prior to the season based on the following system; vendors with the most points select their spaces first. Space reservations will be made using the total number of points earned at the end of the previous season.

Each Market vending space will generate one season’s worth of points per year, regardless of the number of vendors on the contract. Points per space are calculated as follows:

1. Two points per season for vending during a given season will be awarded to vendors who have participated in the Market in any of the three “recent seasons” (either the current season and/or the two prior seasons if Market is underway, or the three previous seasons if the Market has not yet opened for the year).
2. Plus for Market seasons beginning in 1983 up to the “recent seasons”, a vendor receives one point for each season he or she sold at Market.
3. Additionally, vendors who participated in the Market any of the three “recent seasons” will receive 0.2 points for each day the vendor sold during those seasons with a maximum of 4.4 points earned (22 days).

In the event the primary vendor no longer vends at Market, points may be given to secondary vendors for the years they were on the contract. In the event that the contracted vendors develop a spin-off vendor, points accumulated by the primary vendor in that space will either have to be divided among the contracted vendors, or the primary vendor will receive all the points. Vendors who have not sold at Market in over 5 years will lose all points.

E. General Information

Food Safety on the Farm

Food safety starts on the farm. Market staff can provide you with a handout that summarizes farm food safety information. It is vitally important to practice safe food handling on your farm to help protect public health, as well as your families, businesses, and livelihoods.

Health and Safety Requirements

All items intended for human consumption must be kept off the ground at all times and be in safe and sound condition. The vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods. Flowers may be displayed in glass containers only if properly secured. Animals are not permitted in the Market, as defined by the paved area of Showers Common.

Sampling Product

Vendors interested in sampling their product should see the Market Master for the Sampling Guidelines.

Equipment and Supplies

Each vendor must supply his own tables or other display equipment. If selling goods by weight, the vendor must supply a legal produce scale which is subject to periodic inspection by the Monroe County Department of Weights and Measures. Contact information is on page 19 in the “Vendor Resources” section. Umbrellas or other weather protection devices are supplied by the vendor who is solely responsible for damages or personal injury resulting from the use thereof. Prior approval is required for any heat producing devices. All equipment must fit within vendor’s designated space.

Indiana Sales Tax

Plants, crafts and other non-food items sold in Indiana are subject to sales tax. Vendors should apply for a Registered Retail Merchants Certificate through your regional Indiana Department of Revenue. Certificates cost \$25.00, and must be renewed every two years. Call (317) 233-4015 for further information.

Vacating the Market Site

On Saturdays vendors must vacate the premises, including the removal of all personal items and equipment, by 2 pm. Vendors’ vehicles may remain in the Showers Common lot until 4 pm. On Tuesdays vendors may not begin setting up until 3 pm and must vacate the premises, including the removal of all personal items and equipment, by 7:30 pm.

Vendors must clean litter and debris before leaving, or be subject to a fine of \$100.00 for violation of Bloomington Municipal Code 6.06.010.

Vendors who remove their vehicle from the lot during Saturday Market hours should park in the I.U. C Permit lot which is accessed from the alley between 9th and 10th Streets off Morton St.

Redeeming Gift Certificates and Market Bucks for Payment

The vendor will endorse the Gift Certificates/Market Bucks, fill out a Gift Certificates/Market Bucks Redemption Form (available at the staff table in the City Hall atrium) and attach the Gift Certificates/Market Bucks being redeemed. These materials can be turned in at the staff table between the hours of 9 am and 1 pm on Saturdays or to the Market Master on Tuesdays from 4:30 to 6:30 pm. On November 29th (Holiday Market) redemption forms may be turned in from 10 am to 4 pm. After the Holiday Market, redemption forms must be brought to the Parks and Recreation main office in person between 8 am and 5 pm on Monday through Friday. All Gift Certificates/Market Bucks must be submitted by December 15 of year received.

The vendor will be mailed a check from the City of Bloomington within four weeks of redemption.

C. Market Season Specifics

APRIL MARKET

The Market will open on Saturday, April 5 and continue each Saturday through April 26 from 8 am until 1 pm. To reserve a space, Space Reservation Forms need to be returned by Monday, March 3, 2008. All rules and regulations of the Market Contract and Market Handbook apply unless otherwise noted.

For information regarding coming and going, please refer to ENTERING AND EXITING MARKET SITE in May-October information on page 9.

Stall Information for the April Market

- The intention is to use the A, B & C shelters as well as any table vending spaces for the reserved spaces. The set up may be adjusted dependent on the number of reservation forms received.
- Space assignments will be based on April Market points earned (with May - October season points used as a tie breaker) and space availability.
- Vendor must occupy a reserved space by 7:30 am on Market day or give up all rights to the space for that day.
- Day spaces will be available on a first come, first served basis. A map indicating which spaces are unreserved in April will be available at the space reservation meeting on Monday, March 10, 2008 or by request. No space reservation form is necessary for day spaces, but vendor must have an approved Farm Vendor Application and Contract on file.
- Unused reserved spaces will be available on a first come, first served basis, as well. Vendors wishing to access these spaces will need to sign up on the dry erase board attached to the Market shed when they arrive and the Market Master will notify them of the availability of those spaces at 7:30 am.
- After 8 am, vendors may utilize adjacent, unused spaces with permission from the Market Master.
- Vendors selling from a vehicle are limited to a space 8’ wide x 26’ deep x 9’ high in size (vendor’s entire vehicle must remain within marked space). Table spaces are limited to 8' x 8' in size.

Rental Fees for the April Market

Vending Space	Reserved Price	Day Price	*Senior price applies only if all vendors and stand assistants on contract are 60 years of age or older. **Youth price applies only if all vendors and stand assistants on contract are 16 years of age or younger.
Vehicle	\$48.00	\$12.00	
Vehicle Senior*	\$28.00	\$7.00	
Table	\$24.00	\$6.00	
Table Senior*/Youth**	\$16.00	\$4.00	

MAY THROUGH OCTOBER - PEAK SEASON MARKET

The Market will open on Saturday, May 3 and continue each Saturday through October 25. Hours are as follows: May - September—8 am until 1 pm, October—9 am until 1 pm (except on June 21, when the Market hours will be 8 am until noon to accommodate The Taste of Bloomington). All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted.

Entering and Exiting the Market Site

Reserve space vendors occupying spaces on the east side of the Market should enter on Morton Street. Reserve space vendors occupying spaces on the west side of the Market should enter on Eighth Street off Rogers.

Forty-two vehicle vending spaces have been designated “Early Exit” spaces. During Market hours, vendors wishing to enter or leave the Market site with motorized vehicles must obtain permission from the Market Master. The Market Master will determine whether or not it is safe for you to leave. Only vendors occupying the “Early Exit” spaces will be allowed to exit Market site with a Market staff escort in motorized vehicles between 9:30 am and 12:30 pm (April - September) and between 10:30 am and 12:30 pm (October - November). However, during Market hours, vehicular movement is discouraged.

Procedures for Exiting the Market at 1 pm: In May - October, upon the whistle, vehicle traffic will be limited until 1:10 pm to vendors removing their vehicles from the Market. At 1:10 pm a second whistle will sound indicating vendors may bring their vehicles in to the Market. In April and November, all vendor vehicle traffic is permitted upon the whistle at 1 pm.

The following information applies to May - September only: Vendors interested in accessing day or unused reserved spaces and in being in the initial distribution of these spaces will need to park their vehicles outside the Market and report to the Market Master or his designee at the Market shed by 6:30 am (there will be a clock on the Market shed with the official time). Vendors who do not have a space will select first followed by vendors interested in accessing a second space. Space assignments in the 6:30 am pool will be based on the number of points earned by the vendor as of the space reservation meeting for the 2008 season. Vendors interested in accessing day/unused spaces arriving after 6:30 am will need to place their name on the dry erase board attached to the Market shed. Once all vendors in the 6:30 am pool have received their spaces, spaces will be assigned to vendors arriving after 6:30 am in order of arrival. Vendors arriving after 6:30 am may select two spaces. Vendors interested in accessing more than two spaces should place their name on the dry erase board attached to the Market shed once they have received their initial spaces. The Market Master will notify them of space availability at 7:30 am.

D. Gift Certificates and Market Bucks

Gift Certificates

Market customers can purchase Market Gift Certificates, vouchers which are valued at \$5 each, good towards the purchase of products at both the Market and A Fair of the Arts. Any product offered by participating vendors is eligible. Customers can purchase Gift Certificates, with cash or check, during Market hours at the Parks and Recreation information table or in the Parks and Recreation main office in City Hall, Monday - Friday from 8 am - 5 pm with cash, check or credit card. Gift Certificates are good for one year from date of issue. *Vendors may give change for Gift Certificate purchases.*

Market Bucks - Food Stamp Initiative

The Food Stamp Initiative improves access among low-income populations to fresh, local food while increasing the consumer base for Market vendors. During Saturday Market hours, in the City Hall atrium, food stamp recipients can exchange the electronic food stamp benefits on their Hoosiers Works cards for Market Bucks, vouchers which are valued at \$3 each. The Market Bucks can be spent with farmers and prepared food vendors with allowable foods just like cash.

Allowable and Non-allowable Foods

Allowed foods include fresh fruits and vegetables, meat, eggs, dairy products, bread and other baked goods, cereal and edible grains, packaged foods not intended for on-site consumption, and plants or seeds which will produce food for the food stamp user's consumption. Packaged coffee and tea may be purchased, but not brewed coffee or tea prepared for onsite consumption.

Disallowed products include flowers, soap, foods sold hot or prepared for on-site consumption, any hot or cold prepared beverages, any foods purchased with the intent of reselling and other non-food items.

Accepting Market Bucks at Your Booth

Once the customer has made his or her selection, the vendor will verify the eligibility of the selected products, tally the prices and inform the purchaser of the total. In the event that the purchase does not equal an amount divisible by three, the customer may elect to pay the change amount in cash or coin, or may add or subtract items in order to equal a three dollar increment. *No money may be given as change or exchanged for Market Bucks.*

Gift Certificate and Market Bucks Participation

Vendors are encouraged to participate in the Gift Certificate Program/Food Stamp Initiative (GCP/FSI) offered by the Market.

In order to participate vendors who did **NOT** participate last year must: 1) Attend a training or read the GCP/FSI Farmer/Prepared Food Vendor Training Guide. Trainings will be announced in the Market Beet and held periodically. 2) Fill out and return a City Vendor Form which is included in the Training Guide.

Vendors who did participate last year, just need to indicate on their Market contract their intention to participate again. No further paperwork is required.

HOLIDAY MARKET

The Holiday Market will be held on Saturday, November 29 from 10 am until 3 pm. To reserve a space, space reservation forms need to be returned by Tuesday, September 2, 2008. There will be no day spaces available. Applications to reserve a space for the Holiday Market are available from Market staff. All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted.

In addition to farm vendors, there will be craft and local product vendors. There is a separate application form for craft and local product vendors. The deadline for application for these vendors is Tuesday, August 5, 2008 and Tuesday, September 2, 2008 respectively. Farm vendors selling only craft items must apply to sell as a craft vendor.

Entering and Exiting the Market

Proceed to and from the Holiday Market as for the May - October Market, except that vendors must occupy their space by 9:30 am and may not exit the Market until 3 pm.

Stall Information for the Holiday Market

- The intention is to use the A, B, C & D shelter for the reserved spaces. If you prefer the table vending spaces in the middle of the Market, those may be available for reservation as well (please note table preferences in the special request section of the application). The set- up may be adjusted dependent on the number of applications received.
- Space assignments will be based on Holiday Market points earned (with May - October points used as a tie breaker) and space availability.

Additional Information Specific to Selling at the Holiday Market

- Vendors earn one point for each year in attendance at the Holiday Market.

Rental Fees for the Holiday Market

- Cost is \$20 per space.

During October the procedure for accessing day spaces and unused reserved spaces will be the same as during the November Market.

In the event all reserved and day spaces are occupied, the Market Master may assign spaces in locations that do not interfere with customer walkways, current vendor spaces and emergency access. Every effort will be made to find stall space for all interested vendors.

Stall Information for the May - October Market

- Reservations for vending spaces are made in advance of the opening of the Market season at the space reservation meeting. Each vendor may only reserve one vending space unless otherwise assigned. Vendors must occupy a reserved space by 7:30 am in May-September and 8:30 am in October or give up all rights to the space for that day.
- In May-September a vendor may only occupy two spaces prior to 7:30 am. At 7:30 am the Market Master will reassign any unoccupied spaces.
- Vehicles not parked within a vending space need to be removed from the lot by 7:30 am in May-September and 8:30 am in October, unless the vendor is accessing a reasigned reserved vending space.
- Vendors selling from a vehicle are limited to a space 8’ wide x 26’ deep x 9’ high in size (vendor’s entire vehicle must remain within marked space). Table spaces are limited to 8' x 8' in size.

Rental Fees for the May - October Market

Vending Space	Reserved Price	Day Price	*Senior price applies only if all vendors and stand assistants on contract are 60 years of age or older. **Youth price applies only if all vendors and stand assistants on contract are 16 years of age or younger.
Vehicle	\$312.00	\$12.00	
Vehicle Senior*	\$182.00	\$7.00	
Table	\$156.00	\$6.00	
Table Senior*/Youth**	\$104.00	\$4.00	

TUESDAY MARKET

The Tuesday Market will open on June 3 and continue each Tuesday through September 30, from 4 until 7 pm. All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted.

Entering and Exiting the Market Site

Reserve vendors accessing spaces 1-10 with a vehicle must enter the Market area from 6th Street. Reserve vendors accessing spaces 11-20 with a vehicle must enter the Market area from 7th Street.

There are day table vending spaces available on a first come, first served basis. Vendors who do not have a reserved space and would like to use a day table vending space may do so through the Market Master. Vendors who would like to use an unoccupied reserved table vending space should report to the Market Master upon arrival, but not prior to 3 pm.

Stall Information for the Tuesday Market

- Each vendor is limited to one reserved 10’ x 10’ table vending space, unless otherwise assigned. Reservations for seasonal vending spaces are made in advance of the opening of Market.
- Vendors may not begin setting up until 3 pm. Vendors must occupy a reserved space by 3:45 pm on Market day or give up all rights to the space for that day.
- Vendors may vacate their space(s) without the use of a vehicle at any time during Market hours.

Vendor Parking for the Tuesday Market

There is ample on-street parking in the immediate vicinity of the Market available for vendors.

Rental Fees For The Tuesday Market

Vending Space	Reserved Price	Day Price	*Senior price applies only if all vendors and stand assistants on contract are 60 years of age or older. **Youth price applies only if all vendors and stand assistants on contract are 16 years of age or younger.
Table	\$72.00	\$4.00	
Table Senior*/Youth**	\$54.00	\$3.00	

NOVEMBER MARKET

The November Market will be held the first four Saturdays in November from 9 am until 1 pm. To reserve a space, reservation forms need to be returned by Tuesday, September 30, 2008. Space Reservation Forms for the November Market are available from Market staff. All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted.

Entering and Exiting the Market Site

Proceeding to and from the Market in November is the same as during May - October with the following exceptions: All spaces are early exit spaces. Early exits may be made between 10:30 am and 12:30 pm with a Market staff escort.

Stall Information for the November Market

- The intention is to use the B & C shelter as well as any table vending spaces for the reserved spaces. The set up may be adjusted dependent on the number of reservation forms received.
- Space assignments will be based on November points earned (with May - October points used as a tie breaker) and space availability.
- Vendors must occupy a reserved space by 8:30 am on Market day or give up all rights to the space for that day.
- Day spaces will be available on a first come, first served basis. A map indicating which spaces are day spaces in November will be sent out once reserved space assignments are made (by Friday, October 24). No space reservation form is necessary for day spaces, but vendors must have an approved Farm Vendor Application and Contract on file.
- Unused reserved spaces will be available on a first come, first served basis, as well. Vendors wishing to access these spaces will need to sign up on the dry erase board at the Market shed when they arrive and the Market Master will notify them of the availability of those spaces at 8:30 am.
- After 9 am, vendors may utilize adjacent, unused spaces with permission from the Market Master.
- Vendors selling from a vehicle are limited to a space 8’ wide x 26’ deep x 9’ high in size (vendor’s entire vehicle must remain within marked space). Table spaces are limited to 8' x 8' in size.

Rental Fees for the November Market

Vending Space	Reserved Price	Day Price	*Senior price applies only if all vendors and stand assistants on contract are 60 years of age or older. **Youth price applies only if all vendors and stand assistants on contract are 16 years of age or younger.
Vehicle	\$48.00	\$12.00	
Vehicle Senior*	\$28.00	\$7.00	
Table	\$24.00	\$6.00	
Table Senior*/Youth**	\$16.00	\$4.00	